



MINUTES OF MEETING
Kent County TMT Meeting
April 02, 2008



Meeting Date: April 02, 2008
Location: Kent County 911 Center
Purpose: Kent County TMT Meeting

List of Meeting Attendees:

Last Name	First Name	Agency	Email
Bernat	Paul	City of Dover Police	paul.bernat@cj.state.de.us
Bracco	Robert	Civil Air Patrol	bobbracco@comcast.net
Donaldson	Gene	DelDOT/TMC	gene.donaldson@state.de.us
Duckett	Kisha	Orth-Rodgers & Associates, Inc.	kduckett@orth-rodgers.com
Gillespie	Glenn	DEMA	glenn.gillespie@state.de.us
Greenley	Will	Citizens Hose of Smyrna Fire Company	wgreenley44@gmail.com
Huttie	Joseph	DSP – Troop 3 (Traffic)	joseph.huttie@state.de.us
Littleton	Bruce	Orth-Rodgers & Associates, Inc.	blittleton@orth-rodgers.com
Marecki	Edward	DSP - KENTCOM (PSAP Manager)	Edward.Marecki@state.de.us
Sammons	Ray	City of Dover PD	ray.sammons@cj.state.de.us
Walls	Charles	Kent Co. Fire Police Assoc. (Pres.)	
Zerolos	Joseph	DE Fire Police Assoc. (Past Pres.)	Jmz4730@aol.com

Handouts provided during the meeting:

1. Agenda
2. Statewide Action Items List
3. Kent County Action Items List
4. Statewide Detour Status Map
5. March 5, 2008 Meeting Minutes

I. Opening Remarks

Gene Donaldson (DelDOT) began the meeting with brief introductions followed by review of the agenda. Bruce asked if there were comments to the minutes. There were two name corrections which have been noted. Gene reviewed the Statewide Action Items List.

II. Statewide Action Item List

• Item 1 – Improve DelDOT’s After Hour Response

There has been no activity on this item. This will be assigned to Orth-Rodgers to revise the current draft document before it is submitted.

• Item 2 - Dover Air Force Base (DAFB) Communications Working Group

The next meeting of the group is April 30th. Subsequent to the Kent TMT meeting, the DAFB meeting has been postponed.



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- **Item 3 – Establish TMT Communication Working Group**

No current activity on this committee.

- **Item 4 – Transportation Management Training**

The first training course will be offered on April 8th at the Fire School.

- **Item 5 – Presentation on the DelDOT Process for Roadway Projects**

Due to budgetary constraints, DelDOT is in the process of revising the Capital Improvement Program Project Lists. Should the committee want information about any specific project, they were informed to contact Gene Donaldson and ask for the information. If necessary, Gene can schedule a presentation on the project for a future TMT meeting.

- **Item 6 – Safe Quick Clearance**

The draft language prepared by the Safe Quick Clearance Committee has been reviewed by DelDOT's Deputy Attorney General. The legislative package has been prepared and is being circulated to other agencies for their concurrence prior to being submitted to this legislative session.

- **Item 7 – Statewide Transportation Management Plan**

The detours are the next major effort and were discussed in more detail later in the agenda.

- **Item 8 – Non-Typical Transportation Evacuation Committee**

A medical evacuation meeting was held 04/01/08. Bruce mentioned that at the meeting the question was raised, Are ambulances truly going to be available in an evacuation? What can the existing services provide?

Gene mentioned that all of the communications centers will be involved, and that there will be more involvement from the fire department directly. The next meeting of this committee is scheduled for April 30th, 2008.

- **Item 9 – Debris Management Committee**

Gene briefed the secretary on 04/03/08 regarding the status of the Debris Plan and the resources that will be needed. The next meeting of this committee is scheduled for May 6th, 2008.

III. Kent County Action Items List

The only two items on the Kent County List were reviewed. The detour plans for SR -1 are on-going and will be the topic of discussion for the next several meetings. The second item is the Kent County Evacuation plan which is complete. There are currently no identified traffic studies needed. Gene mentioned that if there were additions to this list they could be emailed.

IV. Detour Status

- Bruce provided a brief discussion of the status of the detour program. Level 1 and 2 detours are the higher levels which show the detour route for a given incident area along with the potential control points along the detour route that will need resources. Level 2 detour maps are blowups of Level 1 maps (used only at locations where control points are too closely spaced on the Level 1 map; a Level 2 map is used for clarity). The Level



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3 detour plans show the resources needed at the individual control points (i.e. cones, signs, police vehicles etc.)

- Bruce mentioned that the Route 1 and 2 detour plans for Kent County were in final form and that the US Route 13 plans (for the area between Scarborough Road and the New Castle County line) need to be put into final form and uploaded to the DelDOT website. The Kent County TMT will still have Level 3 detour plans to approve. It was mentioned that some of the Level 3 plans may exist in draft form. ORA will work with DelDOT to obtain any completed draft work done by the previous consultant.
- Gene asked the committee, At what state does this group need to get the detours to before we try to use them? Ed Mareki (KENTCOM) responded that Dicky Dempsy wasn't able to attend the meeting, but that they would like to see the detours in a book format possible in sections or a grid. Either the fire chief or the police should be the persons to activate the detours. They use an old grid system today.
- Gene mentioned that the detours are meant to be used for day-to-day incidents.
- Gene mentioned that many of the detours are on the web today, and all of them will eventually be on the website. Ed asked if it will be a secure site. And Gene said, yes to an extent, but it need to be accessible to the fire police. Gene also asked if the other agencies refer to ADC maps.
- Gene mentioned that the goal is to complete the north-south detours, and then we will prioritize the east-west detours and develop them.
- It was mentioned that hopefully by summer 2008, the TMC will be on the CADD system. Gene believes they will start RECOM first. A meeting is being coordinated with the DE State Police and Tom Steel. It was commented that for the most part in Kent County, the response agencies are on the same CADD system.
- Joseph Huttie mentioned that there is an educational component involved in the coordination. Gene mentioned that training sessions are needed between the troops and area yards.
- The fire police in Kent County is approximately 80 persons. There are 18 fire companies in Kent County and they would need approximately 250 books of the detour plans.
- Once the detour plans are in place and the books have been distributed, updates to specific detours would be accessible in .pdf format via the DelDOT website. Once the plans are implemented and used, there may be some minor changes based on the success of the detours.
- The question was asked, What is the time frame for instituting a detour at the accident scene? Gene mentioned that the TMC is in the process of reviewing the After Hours Response complaints.



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- It was mentioned that the training component for the detours will be critical. There is always the concern about sending too many people to the incident scene and overlapping resources.

V. Open Discussion

Glenn Gillespie asked if there was a communications piece to the TMT Training course. Yes. Gene mentioned that the Incident Response Course is approximately 3 hours, and can be shorter if there is no tabletop exercise. Glenn also asked if the detour routes were going to dovetail to the emergency responder's evacuation plan. Yes.

VI. Action Items

- ORA will continue to review where we stand with the detours and be able to provide further details at the next Kent County TMT meeting.
- Joe Zerolles will make sure that the fire police are represented, specifically from Dover and Cheswold.

Minutes were prepared by Orth-Rodgers & Associates, Inc (ORA). We believe the foregoing minutes to be an accurate summary of the meeting and related decisions.

Any questions or concerns can be directed to Gene Donaldson at gene.donaldson@state.de.us or (302) 659-4601. Additionally, ORA is providing consulting support and Bruce Littleton can be reached at blittleton@orth-rodgers.com or (215) 735-1932. Revisions to the minutes can be emailed to Kisha Duckett at kduckett@orth-rodgers.com

TMT Website: <http://www.deldot.gov/information/projects/tmt>